

**Unit DR81 04 (2DS1)**

**Prepare and clear the bar area**

This Unit has the following elements:

**Element 1 (2DS1.1)**

**Prepare customer and service areas**

**Element 2 (2DS1.2)**

**Clear customer and service areas**

**Element 3 (2DS1.3)**

**Clean and store glassware**

**Candidate Name:**

**Assessment Centre:**

*I have completed the requirements of this Unit.*

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessor counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

## Unit DR81 04 (2DS1)

## Prepare and clear the bar area

### Unit Summary

This Unit is about preparing stock and equipment in the bar area before service and clearing down. It also covers clearing and storing glassware, and dealing with broken glass.

When you have completed this Unit, you will have proved you can:

- ◆ Prepare customer and service areas
- ◆ Clear customer and service areas
- ◆ Clean and store glassware

The typical day-to-day activities you might carry out for this Unit include:

- ◆ restocking and rotating stock
- ◆ preparing drinks accompaniments
- ◆ checking equipment, menus and promotional items
- ◆ checking service areas, such as counters and shelves, waste bins, floors and tables/chairs
- ◆ cleaning and storing service equipment after service
- ◆ turning off equipment
- ◆ cleaning and clearing away
- ◆ washing, drying and storing glasses and other glassware

What some of the words in this Unit mean	
Glassware	for example, ash trays and glasses

## Unit DR81 04 (2DS1)

## Prepare and clear the bar area

### Element 1 (2DS1.1)

### Prepare customer and service areas

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check <b>stocks for drinks service</b> , restocking and rotating them in line with workplace procedures	
②	Prepare and store the <b>drink accompaniments</b> , ready for service	
③	Make sure that <b>service</b> and <b>electrical equipment</b> is clean, free from damage and displayed as required	
4	Make sure that menus and promotional material are accurate, clean, free from damage and displayed as required	
⑤	Make sure <b>service areas</b> are clean, tidy and ready for service	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Stocks for drinks service, at least three required from the following:</i></b>						
bottled soft/alcoholic drinks						
draught soft/alcoholic drinks						
soft/alcoholic drinks served by optics						
soft/alcoholic drinks free poured with measure and pourer						
hot drinks						
<b><i>Drink accompaniments, at least two required from the following:</i></b>						
ice						
food garnishes for drinks						
accompaniments for hot drinks						
decorative items for drinks						
<b><i>Service equipment, at least four required from the following:</i></b>						
bottle openers/cork screws						
optics, measures/pourers						
glassware						
drip trays and drip mats						
ice buckets and tongs						
knives and chopping boards						
coasters and drink mats						
<b><i>Electrical equipment, at least one required from the following:</i></b>						
refrigerated units						
ice machine						
<b><i>Service areas, at least three required from the following:</i></b>						
counters and shelves						
waste bins/bottle containers						
floors						
tables and chairs						

**Unit DR81 04 (2DS1)****Prepare and clear the bar area****Element 1 (2DS1.1)****Prepare customer and service areas**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		

**Unit DR81 04 (2DS1)**

**Prepare and clear the bar area**

**Element 2 (2DS1.2)**

**Clear customer and service areas**

What you must do (circled numbers must be observed)		Assessor initials/date
①	Store, restock, or dispose of <b>drink stocks</b> and <b>drink accompaniments</b> , in line with workplace procedures	
②	Ensure that <b>service equipment</b> is clean and stored as required	
③	Make sure <b>electrical equipment</b> and machines are left in the correct condition	
④	Ensure that <b>customer and service areas</b> are tidy, free from rubbish and ready for cleaning	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Drink stocks, at least three required from the following:</i></b>						
bottled soft/alcoholic drinks						
draught soft/alcoholic drinks						
soft/alcoholic drinks served by optics						
soft/alcoholic drinks free poured with measure and pourer						
hot drinks						
<b><i>Drink accompaniments, at least two required from the following:</i></b>						
ice						
food garnishes for drinks						
decorative items for drinks						
accompaniments for hot drinks						
snacks						
<b><i>Service equipment, at least four required from the following:</i></b>						
bottle openers/cork screws						
optics, measures/pourers						
glassware						
drip trays and drip mats						
ice buckets and tongs						
knives and chopping boards						
coasters and drink mats						
<b><i>Electrical equipment, at least one required from the following:</i></b>						
refrigerated units						
glass washing machine						
<b><i>Customer and service areas, at least three required from the following:</i></b>						
floors						
counter and shelves						
waste bins and bottle containers						
table and chairs						

**Unit DR81 04 (2DS1)****Prepare and clear the bar area****Element 2 (2DS1.2)****Clear customer and service areas**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		

**Unit DR81 04 (2DS1)**

**Prepare and clear the bar area**

**Element 3 (2DS1.3)**

**Clean and store glassware**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Empty <b>glassware</b> and position it ready for cleaning	
②	Check that cleaning equipment or machinery is clean, safe, free from damage and ready for use	
③	Clean <b>glassware</b> at the recommended temperature using an appropriate cleaning method	
④	Check that finished <b>glassware</b> is clean, dry and free from damage	
5	Dispose of damaged or broken <b>glassware</b> following recommended procedures	
⑥	Dispose of waste or dirty water following recommended procedures	
⑦	Check that cleaning equipment or machines are left clean, dry, undamaged and ready for future use	
⑧	Keep storage areas clean, tidy and free from rubbish	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Glassware, at least one required from the following:</i></b>						
glasses						
ashtrays						
water jugs						

**Unit DR81 04 (2DS1)****Prepare and clear the bar area****Element 3 (2DS1.3)****Clean and store glassware**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		



**Unit DR81 04 (2DS1)****Prepare and clear the bar area**

<b>What you must know for the Unit</b>	
<b>Element 1 (2DS1.1) Prepare customer and service areas</b>	
K1	Safe and hygienic working practices when preparing customer and service areas
K2	Why and to whom breakages should be reported
K3	Why it is essential to check the expiry dates on stock items
K4	Why refrigeration units should be maintained at the correct temperature
K5	Why correct storage and rotation procedures should be followed
K6	Why service areas must be secured from unauthorised access at all times
K7	Why maintenance should not be attempted on electronic items
K8	Why a constant stock of drinks and accompaniments must be maintained
K9	Why stocks of drinks must be rotated
K10	The types of unexpected situations that may occur when you are preparing the bar area and how to deal with these
<b>Element 2 (2DS1.2) Clear customer and service areas</b>	
K11	Safe and hygienic working practices when clearing customer and service areas
K12	Why service areas should be left tidy and free from rubbish after service
K13	Why waste must be handled and stored correctly
K14	Why certain electrical equipment must be turned off after service
K15	Why maintenance must not be attempted on electrical equipment
K16	Why customer service areas must be secured from unauthorised access after service
K17	Why spillages and breakages must be reported to the appropriate person
K18	Why correct storage procedures must be followed for food and drink stocks
K19	The types of unexpected situations that may occur when you are clearing the bar area and how to deal with these
<b>Element 3 (2DS1.3) Clean and store glassware</b>	
K20	Safe and hygienic working practices when handling glassware, cleaning equipment and materials
K21	Why glassware should be handled carefully
K22	Why glassware should be cleaned at the correct temperature
K23	What the proper procedure is for disposing of broken glass
K24	How to maintain glass washing equipment
K25	The types of unexpected situations that may occur when you are handling and cleaning glassware and how to deal with these

Knowledge evidence retained

**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Unit DR81 04 (2DS1)****Prepare and clear the bar area**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback